



Bill de Blasio
Mayor

**Department of
Youth & Community
Development**

Bill Chong
Commissioner

ADDENDUM #1

August 21, 2014

Re: Schools Out NYC: Out-Of-School Time Middle School Expansion
Technical Assistance (TA) Services
Request for Proposals (RFP) PIN: 26014P0005

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1 to Schools Out NYC: Out-Of-School Time Middle School Expansion Technical Assistance (TA) Services Request For Proposals (RFP)**
PIN: 26014P0005

I. ADDENDUM ITEMS

1. **Section I, Timetable, page 4.** The due date for submission of proposals in response to this RFP is extended to **2 p.m. on September 2, 2014,**
2. **Section III, Scope of Services of the RFP, page 10, b. Design of the TA Services.** The paragraph immediately preceding the heading “Service Option 1- Organizational Development” is **deleted and replaced with the following:**

All vendor staff whether employees, **sub-contractors, or consultants** would provide services in a manner that is sensitive to the backgrounds and cultures of the SONYC contractors and the communities they serve.

3. **Section III, Scope of Services of the RFP, page 11, Service Option 1 – Organizational Development.** The list of bulleted points that follow the words, “Examples of common organizational and programmatic challenges that demand consistent approaches” is **deleted and replaced with the following list of points:**
 - Managing growth due to the expansion of programs and funding for both new and existing SONYC program providers; helping teams or organizations with the structural and emotional challenges likely to arise during the transition.
 - Leadership development, strategic planning, data driven, results-oriented decision-making
 - Relationships among employees (trust, cooperation, collaboration)
 - Succession planning when executive directors and other key staff leave or retire, promoting continuity by engaging the board of directors
 - Building organizational capacity through constructive partnerships with other organizations to share back-office expenses and administrative functions.

4. **Section III, Scope of Services of the RFP, page 13, D. Participation by Minority Owned and Women Owned Business Enterprises in City Procurement.** In the third line of the first paragraph below the heading, the reference to Attachment 4.

Attachment 4 is deleted and replaced the words "Attachment 3"

5. **Section IV, Format and Content of the Proposal, Instructions, page 13.** The second sentence is deleted and replaced with the following sentence:

Proposals must be typed in **12 point font and double-spaced** and printed on both sides of 8 ½" X 11" paper.

II. CLARIFICATIONS

1. **Section II, page 6, B. TA Service Options, 2nd bullet.** Organizations that provide direct services under a SONYC or DYCD OST elementary or high school contract or subcontract (now known as "COMPASS" programs) are not eligible to receive an award through the RFP. Nevertheless, they can be subcontractors to a TA vendor, provided all the conditions relating to subcontracts are met. In no circumstances, however, would they be allowed to provide TA services to the SONYC or DYCD COMPASS programs that their own organization operates.

2. **Section II, page 6, C. Contract Term and D. Anticipated Annual Funding.**

The anticipated funding in each year of the contract will be as follows:

	October 1, 2014 - June 30, 2015	July 1, 2015 - June 30, 2016
Organizational Development	\$400,000	\$400, 000
Fiscal Management	\$300,000	\$300,000

3. **Section III, page 8 B. Department Assumptions Regarding Vendor Approach.** The assumptions set out in the RFP will not affect a proposer's eligibility to respond to the solicitation, but the extent to which the proposer demonstrates that it meets the assumptions listed will have a bearing on the evaluation of the proposal.


Renise Ferguson
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